

A FEW MAC TIPS AND TRICKS

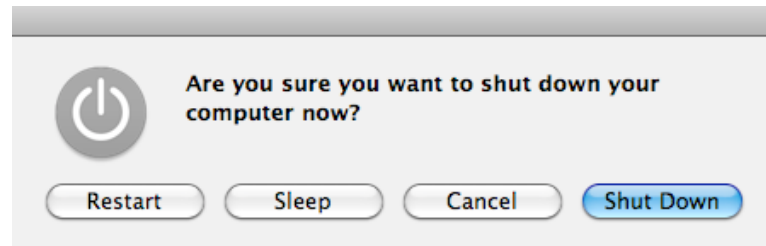


1. To capture a snapshot of anything on your screen use
SHIFT + COMMAND + 4

It gives you a cursor shaped + which you can draw around the picture desired . You can capture anything on your screen – eg part of a webpage, picture, document

SHIFT + COMMAND + 3 takes a snapshot of the entire screen

2. Quick Shut Down – just press the power key and the following window opens



3. Force Quitting an application.

For those times when you get the “spinning wheel of death” ... when it becomes obvious that the application is just not going to open or do whatever you asked it to do hold down the OPTION and COMMAND keys and press ESC.

A window will open with a list of opened applications and offering you the option of Force Quitting any of them. Much quicker than having to restart the whole computer.

4. To select a number of items (icons, folders, photos, documents etc) you can use a variety of means.

If they are in a list simply click on the first one you want, hold the SHIFT key down and click on the last item. Every item between the first and last will now be highlighted.

If you want ALL the items then hold the COMMAND key down and press the A (for ALL) and they will all be highlighted. If you highlight one by mistake simple keep the Command key down and relick on it.

If the items are scattered around your desktop (like mine often are) use the COMMAND key and click on each of the required items.

Another quick way if the items are not in a list but grouped near each other hold the MOUSE down and draw a “box” around the desired items. They will all be highlighted. To remove any hold the Command key down and click on the offending item.

5. If you sometimes get attachments from friends who own Windows machines and you can't open them, or you can't view some on-line video, you might consider downloading **Flip4Mac.**

This is a free download that will open Window Media Files in Quicktime.

You can also download Windows Media Player for Mac from the same site.....

<http://www.microsoft.com/australia/mac/products/flip4mac.msp>

6. GET YOUR SOFTWARE UPDATES WHEN THEY ARE AVAILABLE!

Each key on the keyboard has different keys when used with the OPTION key or Shift+Option

Adding Special Characters on a Macintosh

Fonts often contain many characters that don't appear on the Macintosh keyboard. These characters include accented characters, math symbols, and special punctuation symbols. One way to access these characters is through the [Key Caps](#) desk accessory. Another method is through key stroke commands. Use the following methods to insert special characters in standard desktop applications (e.g. Word, Eudora...).

*Not all fonts contain all special characters. Additional characters can be found in the "Symbol" font which consists entirely of special characters. The Euro currency symbol "€" is supported by Mac OS 8.5 and later only.

To insert special characters with the Mac keyboard (Times New Roman font):

Accent	Key Strokes	Available Characters
Grave `	option ` + the character	À È Ì Ò Ù à è ì ò ù
Acute ´	option e + the character	Á É Í Ó Ú á é í ó ú
Circumflex ^	option i + the character	Â Ê Î Ô Û â ê î ô û
Tilde ~	option n + the character	Ã Ñ Õ ã ñ õ
Umlaut ¨	option u + the character	Ä Æ Ĩ Ö Ü Ÿ ä ë ĩ ö ü ÿ

Key Stroke	+Option	+Option-Shift	Key Stroke	+Option	+Option-Shift
A	å	Å	0	°	,
B	†	‡	1	¡	Ž
C	ç	Ç	2	™	€
D	□	Î	3	£	Ð
E		´	4	¢	ð
F	f	Ï	5	f	þ
G	©	>	6	§	þ
H	™	Ó	7	Œ	ý
I		^	8	•	°
J	□	Ô	9	a	.

K	Š	•		-	— em dash	— en dash
L	¬	Ò		=	,	±
M	μ	Â		["	"
O	ø	Ø]	‘	’
P	¼	½		\	’	à
Q	œ	Œ		‘	æ	Æ
R	®	‰		,	¾	–
S	ß	Í		·	„	~
T	Ý	□		;	...	Ú
U		..		`		`
V	^	×		/	÷	ı
W	...	„				
X	‰	œ				
Y	¥	Á				
Z	‡	„				
Key Stroke	+Option	+Option-Shift		Key Stroke	+Option	+Option-Shift

Special Characters Using "Key Caps"

The Key Caps accessory is generally installed with system software and is usually located under the Apple menu. Key Caps can be used to determine which special characters are contained within a font. Key Caps is also useful when key strokes commands are unknown or forgotten.

When you open Key Caps, it displays a representation of your keyboard. The characters it shows are those produced when you press the associated keys. The keys that produce the accent marks ` , ´ , ¨ , ^ , and ~ are shown with a distinctive border. Also, font styles are displayed on the keyboard representation and can be changed via the "Fonts" menu. Characters generated in the Key Caps display can be cut and pasted into working documents.